



FBLA-PBL REPORTS/PROJECTS CHECKLIST

AMERICAN ENTERPRISE PROJECT
 BUSINESS PLAN
 COMMUNITY SERVICE PROJECT
 LOCAL CHAPTER ANNUAL BUSINESS REPORT
 PARTNERSHIP WITH BUSINESS REPORT
 STATE CHAPTER ANNUAL BUSINESS REPORT

Please make sure you can answer "yes" to all the questions. If you answer "no" to any of the following questions, the report will be disqualified.

Report Cover	Yes	No
Front report cover contains the following information: Name of State Name of School Name of Report Date (2003-2004)		
Front and back covers are of a weight such as cover stock, index stock, or card stock.		
Cover is not laminated or has a plastic sheet overlay.		
Report is bound (no two- or three-ring binders or plastic binders allowed).		
Front and back covers should not exceed 9 ½" x 12".		
Labels or decals are not attached to the cover.		
Report Contents	Yes	No
The report follows the same sequence as found on the rating sheet in the <i>Chapter Management Handbook</i> .		
Report contains a Table of Contents with page numbers.		
Report has 30 pages or less (excluding front and back covers). Page count includes information on each side of a page, the table of contents, dividers, and appendices.		
Pages must be standard 8 ½" x 11".		
Pages are not laminated or bound in sheet protectors.		
Reports are single- or double-spaced.		
Pages have no items attached or pasted.		
The report does not contain loose or bulky exhibit or scrapbook type items.		

State _____

School _____

Event _____